

Special benefits for Chase checking customers! Take advantage of exclusive offers on many Chase products. To learn more visit [chase.com/exclusives](http://chase.com/exclusives) or talk to a banker today!

My Transaction Summary

\*\*\*\*\*

Transaction #93  
Account Number Ending In: 0515  
Checking Deposit \$2,585.75

Cash Amount \$2,585.75

Further review may result in delayed availability of this deposit

JPMorgan Chase Bank, N.A.  
Hudson Street, Branch 00243  
1-800-935-9935  
Member FDIC, Equal Housing Lender  
Please keep your receipt  
12/23/2010 15:11

Business Date 12/23/2010  
Session #40

Thank you - Yolanda  
Cashbox #10

**RATES  
MORE  
REWARDS  
BIGGER  
DISCOUNTS**

SPECIAL BENEFITS JUST FOR BEING A  
**CHASE CHECKING CUSTOMER**

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VISIT CHASE.COM/EXCLUSIVES

Restrictions and limitations apply  
JPMorgan Chase Bank, N.A. Member FDIC.

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**CHASE EXCLUSIVES<sup>SM</sup>**

**BETTER  
RATES  
MORE  
REWARDS  
BIGGER  
DISCOUNTS**

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Restrictions and limitations apply

TranSource®

12/23/10

DATE

	DOLLARS	CENTS
CURRENCY	2.585	75
COIN	75	
CHECKS	1ST EACH SEPARATELY	
1		
2		
3		
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11		
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17		
18		
19		
20		

DEPOSIT PREPARED  
BY *[Signature]*

DEPOSIT VERIFIED  
BY *[Signature]*

PRINT NAME *[Signature] Marshell*

DEPOSIT BAG # *127603078*

TOTAL	2.585	75
-------	-------	----

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TOTAL  
ITEMS *1*

TO REORDER  
 CALL 1-888-750-4545  
 AND REFERENCES  
 ORDER #Z05F0383

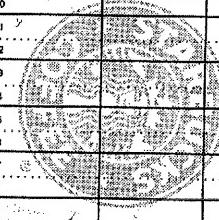
DEPOSIT TICKET

2585.75

115491 156020102216 2271205154

**TranSource®**

12/23/10

DATE		DEPOSIT TICKET	
 <b>STARBUCKS COFFEE COMPANY</b> STORE #11649 345 HUDSON ST		DOLLARS      CENTS 2 75	
CURRENCY COIN CHECKS <small>LIST EACH SEPARATELY</small>		Y	
2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20			
DEPOSIT PREPARED BY <i>MARSHALL</i>		DEPOSIT VERIFIED BY <i>MARSHALL</i>	
PRINT NAME <i>Marshall</i>		DEPOSIT BAG # 124603076	
TOTAL <i>28.75</i>		TOTAL ITEMS <input type="checkbox"/> 1	
<small>PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.</small>			
<small>TO REORDER CALL: 1-888-750-4535 AND REFERENCE: ORDER #265F5393</small>			
<small>REORDERING OTHER ITEMS IS NOT PERMITTED UNLESS THERE IS A FURNISHING OF THE ITEMS TO THE CASHIER AND APPROVAL OF THE ITEMS AS DESCRIBED IN THE AGREEMENT. REPORTS MAY NOT BE MADE FOR IMMEDIATE WITHDRAWAL.</small>			
<b>DEPOSIT TICKET</b>			

*111649 165802010224  
7771205150*

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$2586.75  
DO NOT DISCARD UPON REMOVAL  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.  
DATE: 12/23/10

127603078

**Cash Management Log**  
DAY- THURS DATE - 12/23/10.

**SAFE COUNT**

AME	OPEN:	MID 1:	MID 2:		MID 3:		CLOSE:	
SAFE COUNT	START	END	START	END	START	END	START	END
TIME	7:12pm	11:29pm	11:38	3:20p			3:21pm	7:30
\$0.01	14	14					14	13
\$0.05	26	26	26	26			26	24
\$0.10	70	70	70	70			70	60
\$0.25	140	140	240				240	240
\$1.00	265	165	165	265			265	265
\$2.00	0	0	0	0			0	0
\$5.00	945	575	675	1075			1075	805
\$10.00	90	90	90	90			90	130
\$20.00	260	620	620	20			20	260
OTHER \$'s	5	1x100	1x100	0			0	0
Total Change Fund	1820	1820	1800	1800			1800	1800
# Tills/Total \$	4/20	inactive	in use	in use			Active	4@20
# Till Drops	45	75	7	40			24	40
Cust. Recov. Cert.	24	27	24	24			24	24
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	10	8B	8	40			8	10
Comments:	fake \$20 inv → \$20 bank safe... 12pm to bank to validate... bank to verify → all \$ OK							

**Report Store Operating Funds**

Signature:	\$ Amount Entered:
------------	--------------------

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

**DEPOSIT INFORMATION**

Deposit Prep		Deposit to Bank	
Cash Controller:	✓	Taken By Cash Controller:	✓
Preparing Deposit:	✓	Date to Bank:	12/23/10
Start Time:	2pm	Time to Bank:	2:35pm
Deposit Bag #:	127603078	Deposit Bag #:	127603078
Deposit Witness:	✓	Banking Witness:	✓
Deposit \$:	2585.75	Bank Validated \$:	2585.75
Completion Time:	2:29pm	Bank Validation Time:	3:11pm
Change Order \$:	700	Change \$ Received:	700
Comments:	Comments:		

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

**PARTNER TILL AUDIT #1**

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

**PARTNER TILL AUDIT #2**

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

**PARTNER TILL AUDIT #3**

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

**PARTNER TIP DROP LOG**

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1335242	WB	34131872	WB	1931pm
1601344	BG	34131856		
1530473	CH	34131857		1:30
1530473	CH	34131858		1:30

**PARTNER TIP REMOVAL (weekly)**

PARTNER #:	INITIALS:	TIME:
CC WITNESS (mandatory):		
DROP BAG #'S:		

**DM VERIFICATION**

DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller.



127603080

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 1985.65  
DATE: 12/24/10  
DO NOT DISPERE UPON REMOVAL  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

CHASE<sup>®</sup>

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customers! Take advantage of exclusive  
offers on many Chase products. To learn  
more visit [chase.com/exclusives](http://chase.com/exclusives)  
or talk to a banker today!

My Transaction Summary

\*\*\*\*\*

Transaction #52

Account Number Ending In: 0515  
Checking Deposit \$1,985.65

Cash Amount \$1,985.65

Further review may result in delayed  
availability of this deposit

JPMorgan Chase Bank, N.A.  
Hudson Street, Branch 000243  
1-800-995-9935  
Member FDIC, Equal Housing Lender  
Please keep your receipt  
12/24/2010 10:43

Business Date 12/24/2010  
Session #22

Thank you - Carlos  
Cashbox #01

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**CHASE CHECKING CUSTOMER**  
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**CHASEEXCLUSIVES<sup>SM</sup>**

**BETTER RATES**  
**MORE REWARDS**  
**BIGGER DISCOUNTS**

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INTRODUCING  
**CHASEEXCLUSIVES<sup>SM</sup>**

**BETTER RATES**  
**MORE**

**TranSource®**

DATE <b>12/24/10</b>																																																																						
DEPOSIT TICKET																																																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">CURRENCY</td> <td style="width: 50%; text-align: right;">DOLLARS <b>1985</b></td> <td style="width: 40%;">CENTS <b>65</b></td> </tr> <tr> <td>COIN</td> <td colspan="2"></td> </tr> <tr> <td>CHECKS</td> <td colspan="2">LIST EACH SEPARATELY</td> </tr> <tr> <td>1</td> <td colspan="2"></td> </tr> <tr> <td>2</td> <td colspan="2"></td> </tr> <tr> <td>3</td> <td colspan="2"></td> </tr> <tr> <td>4</td> <td colspan="2"></td> </tr> <tr> <td>5</td> <td colspan="2"></td> </tr> <tr> <td>6</td> <td colspan="2"></td> </tr> <tr> <td>7</td> <td colspan="2"></td> </tr> <tr> <td>8</td> <td colspan="2"></td> </tr> <tr> <td>9</td> <td colspan="2"></td> </tr> <tr> <td>10</td> <td colspan="2"></td> </tr> <tr> <td>11</td> <td colspan="2"></td> </tr> <tr> <td>12</td> <td colspan="2"></td> </tr> <tr> <td>13</td> <td colspan="2"></td> </tr> <tr> <td>14</td> <td colspan="2"></td> </tr> <tr> <td>15</td> <td colspan="2"></td> </tr> <tr> <td>16</td> <td colspan="2"></td> </tr> <tr> <td>17</td> <td colspan="2"></td> </tr> <tr> <td>18</td> <td colspan="2"></td> </tr> <tr> <td>19</td> <td colspan="2"></td> </tr> <tr> <td>20</td> <td colspan="2"></td> </tr> </table>		CURRENCY	DOLLARS <b>1985</b>	CENTS <b>65</b>	COIN			CHECKS	LIST EACH SEPARATELY		1			2			3			4			5			6			7			8			9			10			11			12			13			14			15			16			17			18			19			20		
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DEPOSIT PREPARED BY <i>N.Balbuena</i> DEPOSIT VERIFIED BY <i>M.J. Edwards</i> PRINT NAME <i>N.Balbuena</i> DEPOSIT BAG # <b>124603080</b>																																																																						
TOTAL <b>198565</b> <small>ITEMS</small>																																																																						
<small>PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED</small>																																																																						
<small>TO REORDER CALL 1-888-750-4345 AND REFERENCE ORDER #2659383</small>																																																																						
TOTAL ITEMS 																																																																						
DEPOSIT TICKET																																																																						

**198565**

\$ 198565

116491056020102216 777160515116

TranSource®

DATE 12/24/10

DEPOSIT TICKET	
DOLLARS	CENTS
CURRENCY	<u>1985</u>
COIN	<u>65</u>
CHECKS (LIST EACH SEPARATELY)	
1	
2	
3	
4	
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20	
DEPOSIT PREPARED BY <u>N. Balbuena</u>	
DEPOSIT VERIFIED BY <u>N. Balbuena</u>	
PRINT NAME <u>N. Balbuena</u>	
DEPOSIT BAG # <u>12+603080</u>	
TOTAL <u>1985 65</u>	
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.	
TOTAL ITEMS <input type="text" value="1985.65"/>	TO REORDER CALL 1-887-504-945 AND REFERENCE ORDER #265F9383  <small>CHECKS AND OTHER ITEMS ARE RECOVERED FROM DEPOSIT SUBJECT FROM COMMERCIAL OR ANY OTHER SOURCE. THIS IS A COLLECTIVE WITHDRAWAL. ITEMS ARE NOT AVAILABLE FOR IMMEDIATE WITHDRAWAL.</small>
DEPOSIT TICKET	

1985.65

77717051511

## Cash Management Log

DAY- Friday DATE 12/24/10

## SAFE COUNT

## **Report Store Operating Funds**

Signature: \_\_\_\_\_ \$ Amount Entered: \_\_\_\_\_

**Attach validated deposit slip/courier slip and deposit bag receipt to this sheet**

## **DEPOSIT INFORMATION**

Deposit Prep		Deposit to Bank	
Cash Controller Preparing Deposit:	<u>N. Balbuena</u>	Taken By Cash Controller:	<u>N. Balbuena</u>
Start Time:	9:59 Am	Date to Bank:	12/24/10
Deposit Bag #:	127603080	Time to Bank:	10:13 AM
Deposit Witness:	<u>Franklin C. Davis</u>	Deposit Bag #:	127603080
Deposit \$:	1985.65	Banking Witness:	<u>Franklin C. Davis</u>
Completion Time:	10:10 AM	Bank Validation \$:	1985.65
Change Order \$:		Bank Validation Time:	10-13 AM
Comments:		Comments:	

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.**

<b>PARTNER TILL AUDIT #1</b>	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

<b>PARTNER TILL AUDIT #2</b>	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

<b>PARTNER TILL AUDIT #3</b>	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

## PARTNER TIP DROP LOG

## **PARTNER TIP REMOVAL (weekly)**

PARTNER #:		INITIALS:	
CC WITNESS (mandatory):		TIME:	
DROP BAG #S:			

**DM VERIFICATION**

DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller.

## Cash Management Log

#### **STORE COMMUNICATIONS**

DAY -

**DATE -**

**REGISTER 1 TOP**

**REGISTER 1 BOTTOM**

**REGISTER 2 TOP**

**REGISTER 2 BOTTOM**

**REGISTER 3 TOP**

**REGISTER 3 BOTTOM**

**REGISTER 4 TOP**

**REGISTER 4 BOTTOM**

**Cash Management Log**  
DAY- Monday DATE -   /  /  

<b>SAFE COUNT</b>										
NAME	OPEN:		MID 1:		MID 2:		MID 3:		CLOSE:	
SAFE COUNT	START	END	START	END	START	END	START	END	START	END
TIME										
\$0.01										
\$0.05										
\$0.10										
\$0.25										
\$1.00										
\$2.00										
\$5.00										
\$10.00										
\$20.00										
OTHER \$'s										
Total Change Fund										
# Tills/Total \$										
# Till Drops										
Cust. Recov. Cert.										
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags										
Comments:										

**Report Store Operating Funds**

Signature:	\$ Amount Entered:
------------	--------------------

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

**DEPOSIT INFORMATION**

Deposit Prep		Deposit to Bank	
Cash Controller Preparing Deposit:		Taken By Cash Controller:	
Start Time:		Date to Bank:	
Deposit Bag #:		Time to Bank:	
Deposit Witness:		Deposit Bag #:	
Deposit \$:		Banking Witness:	
Completion Time:		Bank Validated \$:	
Change Order \$:		Bank Validation Time:	
Comments:	Comments:	Change \$ Received:	

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

<b>PARTNER TILL AUDIT #1</b>				
Store Manager:		Partner Name:		Comments:
Date:		Register ID:		
Over/Short \$:		Comments:		

<b>PARTNER TILL AUDIT #2</b>				
Store Manager:		Partner Name:		Comments:
Date:		Register ID:		
Over/Short \$:		Comments:		

<b>PARTNER TILL AUDIT #3</b>				
Store Manager:		Partner Name:		Comments:
Date:		Register ID:		
Over/Short \$:		Comments:		

<b>PARTNER TIP DROP LOG</b>				
PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:

<b>PARTNER TIP REMOVAL (weekly)</b>				
PARTNER #:		INITIALS:		
CC WITNESS (mandatory):		TIME:		
DROP BAG #'S:				

<b>DM VERIFICATION</b>	
DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller.

## Cash Management Log

#### **STORE COMMUNICATIONS**

DAY -

DATE -

**REGISTER 1 TOP**

TILL DROP LOG

**REGISTER 1 BOTTOM**

TILL DROP LOG

**REGISTER 2 TOP**

TILL DROPOLOGY

**REGISTER 2 BOTTOM**

#### TILL DROP LOG

**REGISTER 3 TOP**

TILL BORD LÖP

---

**REGISTER 3 BOTTOM**

TILL DROB LOG

**REGISTRATION**

THE BOSTON HERALD

**REGISTER BOTTOM**

TILL DROP LOG

## CASH MANAGEMENT TROUBLESHOOTING

**ISSUE:** Till is short opening fund when CC counts down drawer after final use.

Possible Causes:

- Drop box funds were not pulled.
- Drop box swept and till drop made without realization that till would not be used again that day.
- Paid Out brought drawer below opening funds.
- Register partner dropped funds in wrong drop box.

Solution:

1. Verify drop box funds were pulled (do not mix funds from other Register ID's).
2. Calculate funds needed to bring till to opening fund (whole \$ amount only) and remove that amount from change bank.
3. *Record removal of funds (\$ amount and Register ID #, Top/Bottom) on Comments section of Safe Count Log.*
4. The shortage in the change bank must be corrected when the deposit is prepared.

**NEXT DAY:**

1. Before beginning to prepare the deposit, to balance the change bank, review Comments section of the Safe Count Log from the previous day to determine which Register ID was associated with the change bank shortage.
2. Remove funds from the last logged till drop bag of that Register ID and place funds in the change bank to return it to the correct amount.
3. *Record removal of funds (\$ amount and Register ID #, Top/Bottom) on the Comments section of the Deposit Prep Log.*

**ISSUE:** Unassigned till is over opening funds.

Possible Causes:

- Drop box funds were not pulled the last time the till was closed.
- Till drop was made without realization that the till would not be used again that day.
- Funds were dropped from another till in this till's drop box.

Solution:

1. Using the cash scale in cash calculator mode return the till to opening fund.
2. Refer to the Till Drop Log to determine which partner was the last to use that Register ID.
3. Place extra funds in till drop bag and record Register ID (#, Top/Bottom), the final register partner's name, and "extra funds drop" on the till drop bag.
4. Record till drop bag in the correct Till Drop section per normal.

**NEXT DAY:**

1. When preparing the deposit combine the contents of the two drop bags before entering that partner's till funds at the MWS.

**ISSUE:** Forgot to pull drop box funds and sales media before next register partner begins ringing transactions.

Possible Cause: Drop box funds and sales media not pulled by CC before next register partner begins to ring transactions.

Solution:

1. As soon as possible, pull drop box funds and sales media and prepare a till drop per normal.
2. Make a note on the till drop bag that funds/sales media were pulled late.

**ISSUE:** There are no drop box funds/sales media to pull and drop after register partner closes till.

Possible Cause: Register partner rang very few transactions and received no 20's or sales media.

Solution:

1. Even though there are no funds or sales media to drop, prepare a till drop bag per normal, placing the Closing Register Receipt in the bag.
2. Record the till drop bag on the Till Drop Log under the appropriate Register ID (#, Top/Bottom) and secure the till drop bag in the safe.

**ISSUE:** "undocumented till drop bag" Till drop bag in safe; not logged on Till Drop Log; no till assignment listed on MWS.

Possible Causes:

- Till drop not recorded when a drawer overage was found and dropped.
- Change bank was over during safe count and overage was removed to balance safe.
- Funds were discovered FOH and were dropped without documentation.

Solution:

1. Look for any documentation on CML, on or inside bag (Register ID or Closing Register Receipt) to indicate source of funds.
2. If funds belong to an identified partner combine the contents of the two drop bags before entering that partner's till funds at the MWS.
  - If the partner had two till assignments, combine the contents of the two drop bags that are from the same Register ID before entering that partner's till funds at the MWS.

**NOTE:** If the Register ID is unknown, combine the contents of the undocumented till drop bag to one of the identified partner's till drop bags before entering that partner's till funds at the MWS. This will create an overage in one of the partner's Register ID Drawer O/S and a shortage in the partner's other Register ID Drawer O/S. These two Drawer O/S should balance each other out.

3. If funds belong to a Register ID but no partner is identified, combine the contents of the undocumented till drop bag with the contents of the till drop bag of the final partner assigned to that Register ID before entering that partner's till funds at the MWS.
4. If funds can not be matched to a partner or Register ID, the funds will be added to the deposit total after all other till drop bags have been processed and accepted.
5. *After adjusting the deposit total to include the undocumented till drop bag funds make a note in the Deposit Prep section Comments box. Notify Sales Audit (Explain Over/Short to Sales Audit).*

Dec 27 - Jan 2  
Week 13

**ISSUE:** Consolidated till drop bag funds do not match MWS deposit total:

Possible Cause:

- A data entry error was made when entering funds at the MWS during the recount process.
- A till assignment was not Accepted (Y) on the MWS deposit screen.
- An error was made when counting funds.

Solution:

1. Recount consolidated deposit funds using the cash scale in cash calculator mode.
2. Verify that all till assignments have been Accepted (Y) on the MWS deposit screen.
3. Adjust deposit total to match actual funds on hand and accept deposit.
4. *Make a note in the Deposit Prep section Comments box of the deposit adjustment amount. Notify Sales Audit (Explain Over/Short to Sales Audit).*

### Cash Management Log Policies, Standards & Procedures

The Cash Management Log must be completed each day. Print legibly and complete in pen.  
Store operating funds and tip funds must be secured at all times.

#### Till Drop Procedure (Cash Controller):

1. Record register partner's name, Register ID (#, Top/Bottom), date and CC initials on till drop bag.
2. Place funds from drop box, sales media from POS drawer and Closing Register Receipt in till drop bag. Seal till drop bag.
3. Record register partner name, entire till drop bag #, CC initials and time on the matching Register ID section of the Till Drop Log.
4. Secure till drop bag in inner compartment of safe, behind door 2.

#### Final Use Till Count Procedure (Cash Controller):

1. Remove till, sales media from POS drawer, funds from drop box and Closing Register Receipt.
2. Count down combined funds from till and drop box using cash scale in cash calculator mode.
3. Remove funds in excess of opening fund amount, leaving opening fund amount in till.
4. Follow Till Drop Procedure to secure excess funds, sales media and closing register receipt.
5. Secure till with verified opening fund in POS drawer or safe.

#### Safe Count Procedure (Cash Controller):

The safe must not be left open and unattended.

The safe must not be opened or the time delay set during the first 30 minutes and the last 30 minutes of customer operations.

Only the Cash Controller may set and access the safe.

Complete and record an accurate physical "start" count when accepting the cash controller keys and an "end" count when passing the cash controller keys to the next cash controller or counting out at the end of day.

1. Record CC initials and start or end count time on the Safe Count Log.
2. Count and record change fund amount, opening till fund amounts, # of till drops, # of Customer Recovery certificates, PCard, and # of tip drops.

**NOTE:** Lock Out Period Safes: When completing a safe count during the Lockout Period (3pm-8am) record "N/A" or "Locked Out" in the number of till and tip drop section of the safe count. All safe counts occurring outside of the lockout period (8am-3pm) must include an actual physical count of all till and tip drop bags.

#### Deposit Log (Cash Controller):

**NOTE:** Procedures for preparing the deposit and transporting the deposit to the bank are located in the Store Operations manual section 4 Cash Control.

The deposit must be prepared and transported to the bank every day.

The deposit must be prepared after 8am and must be transported to the bank by 3pm.

The deposit must be taken inside the bank for processing if the bank is open. The weekend depository box must only be used if the bank is closed.

#### Deposit Prep Section Procedure:

1. Record the start time and CC initials in the Deposit Prep section on the date the deposit is processed.
2. Record deposit \$, deposit bag # and completion time.
3. **Deposit Witness** records their initials after confirming that the CC initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in the Deposit Prep section.
4. Secure sealed deposit bag in inner compartment of safe, behind door 2, if not immediately transported to bank.

#### Deposit to Bank Section Procedure:

1. Record CC name taking deposit to bank, date to bank, time to bank and deposit bag # in the Deposit to Bank section on the date the deposit is processed.
2. **Banking Witness** records their initials after confirming that the CC initials, date and time of the CC departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.
3. Record validated deposit amount and validated time on Deposit to Bank section and attach validated deposit slip after returning from the bank or when the deposit slip has been retrieved for deposits made through the weekend depository.

#### Till Audit Procedure (Store Manager):

A minimum of two random till audits must be performed each week.

1. Follow steps 1-4 of Final Use Till Count.
2. Record SM name, date, register partner's name and Register ID on Partner Till Audit Log. Over/short will be recorded when deposit is prepared.
3. Secure till with verified opening fund in POS drawer or safe.
4. Ensure over/short is recorded after deposit is prepared on following day.

#### Report Store Operating Funds Procedure (Store Manager):

The Store Operating Funds (change bank and till bank) must be physically verified and updated on the MWS each week.

1. From the MWS select "Manager Menu", "Daily Bookkeeping Menu", "Report Store Operating Funds"
2. F1 – to Count Change/Till Bank Funds. Enter the amount of money actually in the Change and Till Bank in the two fields "Total Change Bank" and "Total Assigned/Unassigned Tills". Record the total on the Cash Management Log under "Report Store Operating Funds" and sign off.
3. Upon completion of entering the funds amounts press "F1" to Save and then "F7" to Quit.

#### Tip Drop Procedure (all partners):

Tip funds must be secured at all times.

1. Remove tip funds from plexi, place funds in a tip drop bag and seal tip drop bag.
2. Record date on tip drop bag.
3. Record partner #, initials, and entire tip drop bag # on the Tip Drop Log.
4. Secure tip drop bag in inner compartment of safe, behind door 2.
5. Witness records their initials and time after verifying the tips have been secured in the safe.

#### Tip Drop Removal Procedure

1. Remove tip drop bags from inner compartment of safe (cash controller).
2. Record entire tip drop bag # for each tip drop bag on Partner Tip Removal Log.
3. Record CC initials as Witness and time.
4. Transfer tip drop bags to partner processing tips.
5. Partner receiving tip drop bags records partner # and initials after verifying tip drop bag #'s.

#### Accountability and Duty to Report

Failure to comply with cash management log policy endangers partner safety. Acts in violation or omissions of policy are grounds for disciplinary action up to and including termination. Uncorrected or continuing violations must be reported to management, your local Partner Resources generalist or the Standards of Business Conduct Helpline at 800/611-7792.

STARBUCKS COFFEE COMPANY DEPOSIT RECEIPT GRAND TOTAL: \$ 452.74  
DO NOT DISCARD UPON REMOVAL  
SHAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.  
DATE: 12/28/10

127603081

**Cash Management Log**DAY- TUE DATE - 12/28/10**SAFE COUNT**

ME	OPEN: <u>Mupha</u>	MID 1: <u>Skd</u>	MID 2:		MID 3:		CLOSE: <u>Gudella</u>	
SAFE COUNT	START	END	START	END	START	END	START	END
TIME	653	12:51PM	1:02pm	5:03p			5:05	7:30
\$0.01	13	9	9	9			9	6
\$0.05	24	20	20	20			20	6
\$0.10	55	40	40	40			40	8
\$0.25	210	160	160	160			160	130
\$1.00	228	231	221	231			231	80
\$2.00	0	0	0	0			0	10
\$5.00	1070	860	860	860			860	655
\$10.00	120	140	140	140			140	140
\$20.00	80	340	340	340			340	600
OTHER \$'s	0	0	0	0			0	0
Total Change Fund	1800	1800	1800	1800			1800	1600
# Tills/Total \$	4	2000	0000	0000	inuse	inuse	ACTIVE WORKER	
# Till Drops	16	4P	4	4	L10		L10	L10
Cust. Recov. Cert.	24	24	24	24			24	24
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	13	13	13	40			40	40
Comments:								

**Report Store Operating Funds**

Signature:	\$ Amount Entered:
------------	--------------------

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

**DEPOSIT INFORMATION**

Deposit Prep		Deposit to Bank	
Cash Controller repaing Deposit:	<u>CH</u>	Taken By Cash Controller:	<u>Skd</u>
Start Time:	10pm	Date to Bank:	12/28/10
Deposit Bag #:	127603081	Time to Bank:	1:40pm
Deposit Witness:	<u>Gudella</u> <u>Mitchell</u>	Banking Witness:	<u>Gudella</u> <u>Mitchell</u>
Deposit \$:	452.74	Bank Validated \$:	452.74
Completion Time:	1:30pm	Bank Validation Time:	1:50pm
Change Order \$:	0	Change \$ Received:	0
Comments:	Comments:		

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

**PARTNER TILL AUDIT #1**

Store Manager:
Date:
Partner Name:
Register ID:
Over/Short \$:
Comments:

**PARTNER TILL AUDIT #2**

Store Manager:
Date:
Partner Name:
Register ID:
Over/Short \$:
Comments:

**PARTNER TILL AUDIT #3**

Store Manager:
Date:
Partner Name:
Register ID:
Over/Short \$:
Comments:

**PARTNER TIP DROP LOG**

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
129127	TW	1276030820	10	740

**PARTNER TIP REMOVAL (weekly)**

PARTNER #:	INITIALS:	TIME:
CC WITNESS (mandatory):		
DROP BAG #S:		

**DM VERIFICATION**

DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller.

**Cash Management Log****STORE COMMUNICATIONS**

DAY - WED

DATE - 12/29/10

12/29/10

**REGISTER 1 TOP****TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Andrae	59442034	SL	1:3pm
Serenity	59442033	DL	6pm

**REGISTER 1 BOTTOM****TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Beth	59442062	DL	8pm

**REGISTER 2 TOP****TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Nathan	59442050	SL	10:47am

**REGISTER 2 BOTTOM****TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME
Sam	59442030	DL	8pm

**REGISTER 3 TOP****TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

**REGISTER 3 BOTTOM****TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

**REGISTER 4 TOP****TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

**REGISTER 4 BOTTOM****TILL DROP LOG**

PARTNER NAME	DROP BAG #	CC INITIALS	TIME

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 1389.62  
DO NOT DISCARD UPON REMOVAL  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.  
DATE: 12/29/10

127603083



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1-888-751-9000  
www.zbank.com

12/29/10 PDNY ARCADE AMT  
3 11:55AM 03 5433 FEE AMT  
\$250.32

1  
50-0178 09/09  
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.  
ALL ITEMS ARE RECEIVED SUBJECT TO VERIFICATION,  
COLLECTION AND THE PROVISIONS OF ANY APPLICABLE COLLECTION AGREEMENT.  
TD Bank, N.A.

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customers! Take advantage of exclusive  
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or talk to a banker today!

My Transaction Summary

\*\*\*\*\*  
Transaction #41  
Account Number Ending In: 0515  
Checking Deposit \$1,389.62

Cash Amount \$1,389.62

Further review may result in delayed  
availability of this deposit

JPMorgan Chase Bank, N.A.  
Hudson Street, Branch 000243  
1-800-535-9935  
Member FDIC, Equal Housing Lender  
Please keep your receipt  
12/29/2010 13:01

Business Date 12/29/2010  
Session 419

Thank you - Williams  
Cashbox #05

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JPMorgan Chase Bank, N.A. Member FDIC.

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RATES**

**MORE**

**TransSource®**

12/29/10

DATE		DEPOSIT TICKET	
		DOLLAR	CENTS
CURRENCY			
COIN			
CHECKS <small>LIST EACH SEPARATELY</small>			
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
DEPOSIT PREPARED BY			
DEPOSIT VERIFIED BY			
PRINT NAME		Starkey Marshall	
DEPOSITOR BAG #			
TOTAL		1389	60
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.			
138962			
DEPOSIT TICKET			
TO ORDER CALL 1-800-555-1234 AND REFERENCE ORDER #ZAST938			

RECEIVED  
RECORDED  
SEARCHED  
INDEXED  
FILED  
AND SERIALIZED  
ALL INFORMATION CONTAINED  
HEREIN IS UNPUBLISHED  
AND IS THE PROPERTY OF STARKEY MARSHALL  
WHO OWNED IT FOR IMMEDIATE  
REFERENCE

**TransSource®**

12/29/10

DATE **DEPOSIT TICKET.**

	DOLLARS	CENTS
CURRENCY		
COIN		
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
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12		
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15		
16		
17		
18		
19		
20		

DEPOSIT PREPARED BY *[Signature]*

DEPOSIT VERIFIED BY *[Signature]*

PRINT NAME *Serinity Marshall*

DEPOSIT BAG # *138962*

TOTAL *138962* (62)

PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.

TOTAL  
ITEMS *1*

TO REORDER  
CALL 1-800-750-3545  
AND REFERENCE  
ORDER #Z65F9383

DEPOSIT TICKET

138962 7371705151

## Cash Management Log

DAY- WED. DATE - 12/29/10

## **SAFE COUNT**

## **Report Store Operating Funds**

Signature: \_\_\_\_\_ \$ Amount Entered: \_\_\_\_\_

**Attach validated deposit slip/courier slip and deposit bag receipt to this sheet**

## **DEPOSIT INFORMATION**

DEPOSIT INFORMATION	
Deposit Prep	Deposited Bank
Cash Controller reparing Deposit: <u>CBM</u>	Taken By Cash Controller: <u>SD</u>
Start Time: <u>12:30pm</u>	Date to Bank: <u>12/29</u>
Deposit Bag #: <u>127603083</u>	Time to Bank: <u>12:45pm</u>
Deposit Witness: <u>ND</u>	Deposit Bag #: <u>127603083</u>
Deposit \$: <u>1389.62</u>	Banking Witness: <u>ND</u>
Completion Time: <u>12:48pm</u>	Bank Validated \$: <u>1389.62</u>
Change Order \$: <u>670</u>	Bank Validation Time: <u>1:01pm</u>
Comments:	Comments:

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

**\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.**

<b>PARTNER TILL AUDIT #1</b>	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:	

<b>PARTNER TILL AUDIT #2</b>	
Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

<b>PARTNER TILL AUDIT #3</b>	
Store Manager:	
Date:	
Partner Name:	
Register ID	
Over/Short \$:	
Comments:  L	

## PARTNER TIP DROP LOG

## **PARTNER TIP REMOVAL (weekly)**

PARTNER #:	1335242	INITIALS:	NB
CC WITNESS (mandatory):	DK	TIME:	10:27am
DROP BAG #S:			
34131858	34131857		
34131865	34131871		
34131863	34131870		
34131874	34131873		
34131867	34131875		
1276030820	34131858		
594411816	34131872		

DM VERIFICATION

DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller



CHASED

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CHASED

CHASED

CHASED

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more visit [chase.com/exclusives](http://chase.com/exclusives)  
or talk to a banker today!

My Transaction Summary

\*\*\*\*\*

Transaction #12

Account Number Ending In: 0515

Checking Deposit \$1,610.92

Cash Amount \$1,610.92

Further review may result in delayed  
availability of this deposit

JPMorgan Chase Bank, N.A.  
Hudson Street, Branch 000243

1-800-935-9935

Member FDIC, Equal Housing Lender

Please keep your receipt

12/30/2010 13:00

Business Date 12/30/2010

Session #7

Thank you - Carlos  
Cashbox #01

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**MORE**

STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 140.92  
DO NOT DISCARD UPON REMOVAL DATE: 12/31/02  
STAPLE TO CASH MANAGEMENT LOG WITH VALIDATED RECEIPT.

127603086

**TransSource**

DATE	12/30/10	
DEPOSIT TICKET		
		DOLLARS      CENTS
CURRENCY		160
COIN		00
CHECKS LIST EACH SEPARATELY		
1		
2		
3		
4		
5		
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7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
DEPOSIT PREPARED BY <i>N. Ballou</i>		
DEPOSIT VERIFIED BY <i>N. Ballou</i>		
PRINT NAME <i>N. Ballou</i>		
DEPOSIT BAG # <i>127-60386</i>		
<b>TOTAL</b> <i>160.00</i>		<i>92</i>
PLEASE INSURE ALL ITEMS ARE PROPERLY ENCLOSED.		
ITEMS		TOTAL <i>160.00</i>
<small>CALL 1-882-710-5455 AND REFERENCE ORDER #Z6SF9383</small>		

161092

DEPOSIT TICKET

111649 156020102211 77717051511

**TransSource**

DATE **12/30/10**

DEPOSIT TICKET		
	DOLLARS	CENTS
CURRENCY	101.3	00
COIN	00	
CHECKS	LIST EACH SEPARATELY	
1	18	17
2	18	17
3	18	17
4	18	17
5	18	17
6	18	17
7	18	17
8	18	17
9	18	17
10	18	17
11	18	17
12	18	17
13	18	17
14	18	17
15	18	17
16	18	17
17	18	17
18	18	17
19	18	17
20	18	17
DEPOSIT PREPARED BY		
DEPOSIT VERIFIED BY		
PRINT NAME		
DEPOSIT BAG # <b>107-1602-1</b>		
TOTAL <b>101.30</b>		12
PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.		
TOTAL ITEMS <b>20</b>		12
CASH AND CREDIT CARD TRANSACTIONS ARE RECORDED ON A DAILY BASIS. FOLLOWING THE RECEIPT OF THIS TICKET, ANY APPLICABLE COLLECTION ITEMS WILL NOT BE AVAILABLE FOR WITHDRAWAL.		

TO REBORDER  
CALL 1-888-760-445  
AND REFERENCE  
ORDER #Z65P9383

**DEPOSIT TICKET**

**Cash Management Log**  
DAY: Thursday DATE: 02/30/10

**SAFE COUNT**

AME	OPEN:	MID 1:	MID 2:	MID 3:	CLOSE:			
SAFE COUNT	START	END	START	END	START	END	START	END
TIME	6A	12pm					140	149
\$0.01	14	21					21	21
\$0.05	8	18					18	18
\$0.10	45	100					100	90
\$0.25	180	340					340	310
\$1.00	148	216					216	171
\$2.00	4	6					6	0
\$5.00	195	1105					1105	810
\$10.00	196	0					0	50
\$20.00	520	0					0	260
OTHER \$'s	0	0					0	0
Total Change Fund	1800	1800					1800	1790
# Tills/Total \$	1	1800	0				Active	40/20
# Till Drops	0	26					26	110
Cust. Recov. Cert.	29	34					29	23
P-Card	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
# Tip Bags	66	16					13	10
Comments:								\$5 from one bundle was missing 5 bill was shorted

**Report Store Operating Funds**

Signature:	\$ Amount Entered:
------------	--------------------

Attach validated deposit slip/courier slip and deposit bag receipt to this sheet

**DEPOSIT INFORMATION**

Deposit Prep		Deposit to Bank	
Cash Controller	<u>R-Balbuena</u>	Taken By Cash Controller	<u>R-Balbuena</u>
Preparing Deposit:		Date to Bank:	12/30/10
Start Time:	12:19pm	Time to Bank:	12:48pm
Deposit Bag #:	127603086	Deposit Bag #:	127603086
Deposit Witness:		Banking Witness:	
Deposit \$:	1600.92	Bank Validated \$:	1600.92
Completion Time:	12:47pm	Bank Validation Time:	
Change Order \$:		Change \$ Received:	
Comments:	Comments:		

\*Deposit Witness confirms that cc initials, completion time, deposit slip amount and sealed deposit bag # are accurately recorded in Deposit Prep section.

\*\*Banking Witness confirms that the cc initials, date and time of cc departure to bank and sealed bag # are accurate and recorded in the Deposit to Bank section.

**PARTNER TILL AUDIT #1**

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

**PARTNER TILL AUDIT #2**

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

**PARTNER TILL AUDIT #3**

Store Manager:	
Date:	
Partner Name:	
Register ID:	
Over/Short \$:	
Comments:	

**PARTNER TIP DROP LOG**

PARTNER #	INITIALS:	DROP BAG #:	WITNESS (mandatory):	TIME:
1530473	dw	59441794		748
1530473	(w)	59441828		748

**PARTNER TIP REMOVAL (weekly)**

PARTNER #:	INITIALS:	TIME:
CC WITNESS (mandatory):		
DROP BAG #'S:		

**DM VERIFICATION**

DM Signature:	Date Reviewed:
Comments:	

\*Witness on tip drop removals must be the scheduled cash controller.



STARBUCKS COFFEE COMPANY DEPOSIT RECORD GRAND TOTAL: \$ 1746.35  
DO NOT DISCARD UPON REMOVAL FROM LOG WITH VALIDATED RECEIPT.  
STAPLE TO CASH MANAGEMENT LOG.

127603087